



# MIAMI BEACH

## Announcement of Open Position

### MANAGEMENT CONSULTANT

### Office of Budget and Performance Improvement

\$2,212.91 BI-WEEKLY SALARY

Open: 11/24/2008 8:30 A.M.

Close: 12/24/2008 1:00 P.M.

#### NATURE OF WORK

This is professional consulting work in the Office of Budget and Performance Improvement. Employees are responsible for executing work in support of complex and difficult consultant projects and studies. Emphasis of the work is on facilitating strategic planning activities, grants research and management, contract compliance, accounting assessments, organizational studies, workflow analysis, procedures development, management reviews, cost allocations, performance bench marking and best practice review, system reviews, cost analyses, and other studies across Departments in the City. Supervision is received from the Department Director who reviews work for attainment of desired goals and objectives.

#### MINIMUM REQUIREMENTS (Must meet all in order to qualify)

- Bachelor's Degree in Business Administration, Public Administration, Industrial Engineering, Planning or related field
- Minimum one year of experience in strategic planning, management studies, organizational reviews, efficiency and best practices analysis, customer satisfaction surveys, information technology reviews, grants management, contract management, or related management area.
- A Master's Degree may substitute for one year of the required experience.

#### PREFERENCES

- Knowledge of the principles of personnel, business and public administration and strategic management
- Knowledge of research techniques to gather information for consultant projects, studies or grants
- Knowledge of Accounting principles, practices and procedures and their application to grants management systems.

#### TO APPLY

**Please fill out and submit an application through the following ways:**

**E-MAIL:** Applications can be downloaded from the City's website [www.miamibeachfl.gov](http://www.miamibeachfl.gov)  
And then e-mailed to: [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)

**IN PERSON:** Monday through Thursday, 8:30 a.m. – 5:00 p.m. (EXCLUDING HOLIDAYS),  
Miami Beach City Hall, Human Resources Department, 3<sup>rd</sup> Floor

**BY MAIL:** Miami Beach City Hall  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139

**(Mailed applications should be received by the closing date specified on the job announcement)**

FAXES NOT ACCEPTED. Due to the volume of applications we are unable to verify the status of your application. We are only able to verify receipt of the application. Interviews are conducted by the hiring department. Interviews are not guaranteed to any applicant. Applications will be valid for one from the closing date of recruitment.

CLASS NO: 1124

UC NO: **08-UO-1-458**

EOE/AA/ADA/VET PREF